

# College Misericordia



Academic Catalog  
Graduate Studies



COLLEGE MISERICORDIA  
MASTER OF SCIENCE DEGREE PROGRAMS  

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HUMAN SERVICES ADMINISTRATION  
NURSING



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## POLICY STATEMENTS

This catalog contains current information regarding College Misericordia's graduate programs, admission policies, degree requirements, fees and regulations. College Misericordia reserves the right in its sole judgment to promulgate and change rules and regulations and to make changes of any kind in its programs, admission policies, procedures and standards, degree requirements and fees whenever it is deemed necessary or desirable, including changes in course content, the rescheduling of classes, and cancellation of scheduled classes and other academic activities. Compliance with the requirements of the graduate programs described in this catalog is the responsibility of the student.

College Misericordia accords students of any race, color, religion, sex, nationality or ethnic origin all the rights, privileges, programs and activities generally made available to students of the College. College Misericordia does not discriminate on the basis of race, color, religion, sex, handicap, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs or other College administered programs.

College Misericordia complies with the Family Education Rights and Privacy Act (FERPA) of 1974 as amended. A copy of the Act is available for inspection in the office of the Academic Dean.

## CONTACTS

For more information on particular aspects of College Misericordia, contact the people listed below at (717) 675-2181 between 8:30 a.m. and 4:30 p.m.. Monday through Friday. Other College personnel are listed in the College Directory section of this catalog. All mail to College Misericordia faculty and administration may be addressed to **College Misericordia, Dallas, PA 18612.**

|  |  |
|--|--|
| <i>Academic Affairs</i>  | <b>Dr. James Pallante, Academic Dean</b>   |
| <i>Business and<br/>Financial Matters</i>                        | <b>John Hoover, Comptroller</b>            |
| <i>Careers and<br/>Placement</i>                                 | <b>R. Arnold Garinger, Director</b>        |
| <i>Counseling</i>  | <b>Dr. Charles A. LaJeunesse, Director</b> |
| <i>Financial Aid</i>   | <b>Helen Stager, Coordinator</b>           |
| <i>Graduate Program<br/>in Human Services<br/>Administration</i> | <b>Thomas O'Neill, Director</b>            |
| <i>Graduate Program<br/>in Nursing</i>                           | <b>Evelyn N. Behanna, Director</b>         |
| <i>Registrar's Office</i>  | <b>Mary Lynn Kudey, Acting Registrar</b>   |

## OVERVIEW

College Misericordia, a Catholic institution of higher learning for men and women, is located on a beautiful 100-acre campus in the suburban community of Dallas, Pennsylvania. It was the first college established in Luzerne County.

Since its founding in 1924 by the Wilkes-Barre Foundation of the Religious Sisters of Mercy of the Union, College Misericordia has pursued a policy of growth, both in terms of physical expansion and academic programs. The result is a modern college with respected liberal arts-based undergraduate programs, and Master's Degree programs in Human Services Administration and Nursing.

The tradition of the College has grown from the history and value system of its sponsoring group, the Sisters of Mercy. At the core of the institution is the ideal which inspired Catherine McAuley's founding of the Institute of Mercy, that is, compassionate service through the ministries of teaching and healing. Committed to the promotion of these ideals, the Sisters of Mercy seek to share that commitment with lay colleagues and with students. It is that same commitment that gives direction and purpose to the academic curricula.

The traditional goal of graduate instruction is an education that fosters creative research, criticism and scholarship in particular disciplines. College Misericordia's graduate programs uphold that tradition. Students and faculty are engaged in common pursuits of understanding and learning; the close associations that develop between students and faculty reflect their cooperative exploration of subjects of mutual interest.



## OVERVIEW

The decision to pursue a graduate degree calls for careful thought and conscious commitment. Even part time study requires compromises and decisions which can influence non-academic activities. College Misericordia's graduate programs in Human Services Administration and in Nursing may be followed according to a student's own timetable. The program directors help students arrange schedules flexible enough to meet individual interests and needs.

Graduate study at College Misericordia is both demanding and rewarding. The best way to benefit from the demands as well as the rewards is to consult freely and frequently with those involved in the process of graduate study: family, employer and graduate program faculty and administrators.

The graduate students who earn their degrees at College Misericordia are equipped with a strong background in their disciplines and with broad intellectual experience. In keeping with the traditional and continuing goals of the College's founders, the Sisters of Mercy, students develop their capacity for leadership and their ability to contribute value to their own lives and the lives of others.

## ADMISSION

### *Requirements*

A bachelor's degree, or its equivalent, from an accredited institution of higher learning is required of applicants to College Misericordia's graduate program in Human Services Administration. The graduate Nursing program requires a Bachelor of Science in Nursing from a program accredited by the National League for Nursing (NLN). In general, an average of "B" or better in previous academic work is expected. Additional evidence of potential for graduate study is demonstrated by three letters of recommendation and a personal interview with a member of the Admissions Committee.

### *Procedures*

Application for admission to the graduate programs may be made prior to the fall, spring and summer terms. Admission materials are available from the directors of the individual graduate programs:

Thomas O'Neill  
Director, Graduate Program in  
Human Services Administration  
College Misericordia  
Dallas, PA 18612

Evelyn Behanna  
Director, Graduate Program  
in Nursing  
College Misericordia  
Dallas, PA 18612

A complete application consists of the application form, letters of recommendation, the application fee, and official transcripts of previous academic work (sent directly from the institution where credits were earned).

### *Additional Requirements for Admission to the Nursing Program*

Current registration as a professional nurse  
in the United States.

Satisfactory scores on the Miller-Analogy Test  
or the GRE.

Successful completion of a course in statistics and  
physical assessment.

Minimum of one year post-degree clinical practice,  
undertaken within the past five years.

Written statement of personal and professional  
goals for graduate education.

## ADMISSION

Admission to the Nursing Program is competitive and is based on available resources. Applicants who do not meet all of the requirements listed above but whose credentials indicate potential for graduate study in nursing will be considered individually. In some cases, students may be admitted provisionally until all requirements are met.

### *Notification of Decisions*

Applicants will receive written notification of admissions decisions from the director of the program to which application was made. Application to one of College Misericordia's graduate programs does not constitute admission to candidacy for an advanced degree. Admission to candidacy is explained under **Graduation Requirements**. Students who do not register for the term to which they were admitted should contact the program director for further instructions.

### *Nonmatriculated Students*

Although the primary purpose of College Misericordia's graduate programs is to offer instruction leading to advanced degrees, the graduate faculty welcome qualified students who wish to pursue courses in instruction without enrollment in a degree program, to the extent resources allow.

Students who wish to take courses on a nonmatriculated basis should consult with the director of the individual graduate program.

Nonmatriculated students who wish to matriculate in a degree program should complete "change of status" forms available in the office of the Registrar.

### *Transfer of Credit*

Requests for transfer of credit from another institution will be reviewed individually by the Academic Review Committee. Students may apply for transfer of six (6) graduate credits completed at another institution. The application for transfer of credit should be submitted with an official transcript and course descriptions to the Review Committee. Normally, only courses in which a grade of "B" or better was received will be considered for transfer credit. Students will be notified by letter of the Committee's decision.

## TUITION AND FEES

Tuition charges for College Misericordia's graduate programs are made on a per credit basis. All tuition charges, not including financial aid award amounts, are to be paid in full at the beginning of the semester unless other arrangements are made with the program director and the comptroller. Interest is charged on unpaid balances.

Please note the additional fees for the Nursing Program.

|                              | <u>1983-1984</u> | <u>1984-1985</u> |
|------------------------------|------------------|------------------|
| <i>Application Fee</i>       | \$ 20            | \$ 20            |
| <i>Tuition for HSA</i>       | \$124/credit     | \$130/credit     |
| <i>Tuition for Nursing</i>   | \$144/credit     | \$150/credit     |
| <i>Incomplete Grade Fee</i>  | \$ 25            | \$ 25            |
| <i>Late Registration Fee</i> | \$ 25            | \$ 25            |
| <i>Parking Permit</i>        | \$ 5             | \$ 5             |
| <i>Parking Fines</i>         | \$ 5             | \$ 5             |
| <i>Student I.D.</i>          | \$ 1.25          | \$ 1.25          |
| <i>Transcript Fee</i>        | \$ 2             | \$ 2             |

### **Additional Fees for Nursing**

|                               | <u>1983-1984</u> | <u>1984-1985</u> |
|-------------------------------|------------------|------------------|
| <i>Graduation Fee</i>         | \$ 55            | \$ 55            |
| <i>Clinical Practicum Fee</i> | \$ 35            | \$ 35            |
| <i>Research Project Fee</i>   | \$ 50            | \$ 50            |

## FINANCIAL ASSISTANCE

Several financial aid packages are available for graduate students, including deferred payment plans, tuition reimbursement, graduate assistantships and loans. Each is described briefly below. More information may be obtained from the program director or the financial aid office.

### *Deferred Payment Plan*

College Misericordia provides an option for students to pay tuition and fees with deferred payments. The plan permits educational costs to be spread over a period of time.

The requirements of the plan are as follows:

1. Full and part time students are eligible.
2. A down payment of twenty (20) percent of the total semester charges is required.
3. Deferments are limited to one semester; the unpaid balance must be paid before the last week of the semester.
4. At the close of each month, the unpaid balance will be charged a one (1) percent finance charge.
5. Students who fail to meet these requirements will not be eligible for deferred payments in the future.
6. Only the comptroller may grant deferred payment plans, and only at the request of the graduate program director.
7. Participants in the plan must sign and receive a copy of the deferred payment plan agreement.

### *Interest Waived Policy*

It is a College policy that any outstanding balances will be charged a one percent finance charge at the close of every month. This policy is waived for the following students:

1. Students with loans pending who have received a waiver from the financial aid office.
2. Students who receive rehabilitation benefits or Veterans' educational benefits.
3. Students whose tuition has been guaranteed by their employer. The program director and the comptroller should be notified in such instances.

## FINANCIAL ASSISTANCE

### *Tuition Reimbursement*

Students are reminded to investigate the educational benefits offered by their employers.

### *Graduate Assistantships*

A limited number of graduate assistantships are available on a competitive basis to both full and part time students in the Human Services Administration program and to full time graduate Nursing students.

The assistantships involve designated institutional or programmatic work responsibilities which relate to the graduate studies. Graduate assistantships provide full or partial payment of tuition and/or stipends.

Written requests for assistantships should be submitted to the program director, who can provide specific information regarding available assistantships.

### *Loans*

#### State Guaranteed Student Loan Program

The State Guaranteed Student Loan Program is a cooperative effort of private lending institutions and the state and federal governments. The program enables qualified students to secure long-term educational loans at attractive rates.

Loans are made by private lenders. Applications for Guaranteed Student Loans are obtained from the lending institution, such as a bank, credit union or savings and loan association.

The maximum loan per academic grade level for full time (nine credits) graduate students is \$5,000. Those enrolled on a half-time basis (six credits) may receive up to \$2,500 per academic year.

While no payment on principle is due until six months after leaving school, interest is paid while students are enrolled. Consult the financial aid office for more information on this program.

#### PLUS Program

PLUS loans provide auxilliary funds to help meet educational expenses. Graduate students are eligible to borrow under the PLUS program if they are enrolled on at least a half time basis (six credits). As with Guaranteed Student Loans, monies are borrowed from a bank, credit union or savings and loan association. Applications are obtained directly from those sources.

The maximum loan amount a graduate student may borrow under the PLUS program is \$3,000 per academic grade level. The financial aid office can provide detailed information on this program.



## REFUND POLICIES

### **Withdrawals**

When a student withdraws from either of the graduate programs, an official notice of withdrawal must be filed with the appropriate program director. If such withdrawal reduces the student's credits to zero (0), the percentage of the tuition charges refunded is determined by the date the program director receives the official notice:

| <u>Time of Withdrawal</u> | <u>Amount of Refund</u> |
|---------------------------|-------------------------|
| First Week of Classes     | 100 percent             |
| Second Week of Classes    | 75 percent              |
| Third Week of Classes     | 50 percent              |
| Fourth Week of Classes    | 25 percent              |

**No refunds of tuition charges are allowed after the fourth week of classes.**

Additional course fees are refundable only during the drop/add period (first week of classes).

If the refund procedure results in a credit balance on a student's account and if that student received financial aid, the financial aid must be proportionately reduced according to Title IV refund procedure stipulated by federal regulations, and restored to the appropriate financial aid funds.

### **Overpayments**

Refunds of credit balances caused by overpayment (either from financial aid or personal transaction) will not be processed until after the fourth full week of classes has been completed.

Checks will be issued ten working days after the fourth week of classes. Refund checks, therefore, will not be issued until the sixth week of classes. The ten working days give the comptroller time to verify the amount of refund, to check on any other charges, and to confer with the financial aid director.

Students must submit refund requests in writing to the comptroller. Requests must be approved by the comptroller and the financial aid director. Refund application forms are available in the comptroller's office.

## REFUND POLICIES

### *Guaranteed Student Loans*

Refunds of overpayments caused by Guaranteed Student Loans will not be made until after the first week of classes. Refunds from Guaranteed Student Loans will then be processed, after receipt of written request, within ten working days from the date the loan check is submitted to the comptroller, or the written request is received from the student, whichever is more recent.

Students may request that their refunds be credited to their account for the following semester.

### *Weekend College and Summer School*

When a student drops a course or withdraws from graduate courses taken in Weekend College or Summer School, official notice must be filed with the program director. The percentage of tuition refund is as follows:

*100 percent prior to the first class hour.*

*50 percent prior to the second class.*

*No refund after the second class.*



## ACADEMIC POLICIES

### *Academic Advising*

Each graduate student is assigned an academic advisor within the student's major program. Academic advisors are the students' liaison with other College offices. Advisors should be consulted for guidance and advice. In addition to lending academic guidance, advisors can provide assistance in obtaining and completing necessary academic forms. Faculty members post the hours they are available for consultation.

### *Academic Grievances*

The College provides a uniform method by which students can pursue grievable issues. Grievable issues are complaints about the institution's policies or lack of them, its prescribed procedures for carrying out its policies, its administration of matters related to instructional practices, or any combination of the above.

A student with a grievance should attempt to resolve it informally by following these procedures:

1. The student should first speak to the person with whom the complaint rests.
2. If the matter is not satisfactorily resolved at that level, the student should consult with the director of her or his graduate program.
3. If the matter is not resolved at that level, the student should address the matter to the Academic Dean. A formal grievance may be filed with the Dean.

(Nursing students should consult the chairman of the division of nursing before taking the matter to the Dean.)

More information on the formal grievance procedure may be obtained in the office of the Academic Dean.

### *Academic Integrity*

Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in her or his work. All students are expected to observe the generally accepted principles of scholarly work, to submit their own rather than another's work, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort.

In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by use of quotes, footnotes, etc., both the ideas and the words used are his or her own. Failure to abide by the rules of scholarship is academically dishonest.

## ACADEMIC POLICIES

### *Academic Integrity*

It should be clearly understood that plagiarism, cheating, or other forms of academic dishonesty fundamentally violate the nature and purposes of College Misericordia and will not be tolerated.

### *Academic Status*

A full time student is defined as one who is registered for nine (9) or more credits; one who registers for six (6) credits is considered half time. A student registered for six (6) credits or less is a part time student.

Students who wish to change their status from full to part time or vice versa should address their request to the director of their graduate program.

### *Application for Graduate Degree*

It is the students' responsibility to keep abreast of their progress toward their degree. An application for the graduate degree should be filed in the office of the registrar no later than February 1 of the anticipated year of graduation.

### *Auditing*

Students in the Human Services Program may audit courses at one half tuition cost after receiving permission of the instructor of the course and if space is available. It is understood that no academic credit is earned in this manner. Graduate Nursing students may not audit courses.

### *Cancellation of Classes*

Individual class cancellations will be posted by the Academic Dean as they are reported.

If day or evening classes are to be cancelled because of weather conditions, the information will be reported to local radio stations. The cancellation of Weekend College classes will be made on a day to day basis, and will be reported to local radio stations after 4:00 p.m. for Friday evening classes, and after 6:00 a.m. for Saturday and Sunday classes.

### *Change of Name or Address*

It is the student's responsibility to keep the College informed of a current mailing address. Notice of a change of name or address must be given in writing to the director of the appropriate graduate program. It will then be processed throughout all pertinent College offices.

## ACADEMIC POLICIES

### ***Class Attendance***

To receive the maximum benefit from a graduate education, regular attendance at all scheduled classes is necessary. It is understood, however, that certain circumstances may preclude attendance at a particular class. Students who are unable to attend class for reasons of illness, accidents or other personal matters should inform the class instructor and the director of their graduate program. It is the student's responsibility to make up any work missed in class.

### ***Grading System***

In College Misericordia's graduate programs, work of distinction is graded "A." Very good and good work are graded "B+" and "B" respectively. The graduate faculty accepts for credit only a limited number of courses in which a student earns a grade of "C+" (passing) or "C" (passing with reservation). Graduate students are expected to maintain a "B" average. Students with lower than a "B" average will be considered in academic jeopardy and their status will be reviewed by the Academic Review Committee.

A student's honor point index is an average computed by dividing honor points earned by attempted credits. Listed below are the grade symbols used by the College and the honor points earned per credit hour.

| <u>Grades</u>         | <u>Honor Points per Credit Hour</u> |
|-----------------------|-------------------------------------|
| A                     | 4                                   |
| B+                    | 3.5                                 |
| B                     | 3                                   |
| C+                    | 2.5                                 |
| C                     | 2                                   |
| F                     | 0                                   |
| I (Incomplete)        | 0*                                  |
| WP (Withdrew Passing) | 0                                   |
| WF (Withdrew Failing) | 0¶                                  |
| NG (No Grade)         | 0                                   |
| AU (Audit)            | 0                                   |
| W (Withdrew)          | 0                                   |
| P (Pass)              | 0                                   |
| IP (In Progress)      | 0                                   |

\* It is expected that course requirements will be submitted on or before the date designated by the instructor. If a student is unable to complete course assignments by the due date, he or she must contract in writing with the instructor for a grade of "Incomplete." Contact the program director for more information.

¶ Withdraw Failing is equivalent to failure and is computed as an "F."

## ACADEMIC POLICIES

### *Graduation Requirements*

To be eligible for a Master of Science Degree in Human Services Administration or in Nursing from College Misericordia, students must have a cumulative grade point average of 3.0 at the time of graduation; must fulfill all program requirements; and must apply for the graduate degree no later than February 1 of the anticipated year of graduation.

The Human Services Administration program requirements include an Administrative Practicum or Professional Contribution. Additional degree requirements include successful completion of a written or oral comprehensive examination.

To be graduated from the Master's program in Nursing, students must complete a thesis which is approved by the Thesis Committee.

Students should consult with the director of the appropriate graduate program for specific information regarding requirements for graduation.

Students may take up to five years to complete the graduate program degree requirements. There is no penalty for interrupting graduate studies for a reasonable period of time, and in some cases, extensions to the five year completion period may be granted. If the curriculum is changed during a student's absence from the graduate program, the student must fulfill the requirements in effect at the time of return.

### *Leave of Absence*

Students who seek a leave of absence from their graduate program should submit a letter to the appropriate program director. The letter must state the reasons for the request and the length of the leave, if known. A written reply will be sent by the program director to the student requesting the leave.

To return to the graduate program, the student should submit to the program director a letter requesting readmission at least six weeks before the start of classes in which the student wishes to enroll.

## ACADEMIC POLICIES

### *Registration*

Students may pre-register for their desired courses in April for the fall semester; in November for the spring semester; and in March for summer school. Students should consult with their academic advisors and/or their program director before selecting courses for the following term. Pre-registration may be accomplished by contacting the director of the appropriate graduate program by mail or in person.

Registration will take place in August for the fall semester; in January for the Spring semester; and in May for summer school. Payment for tuition and fees should be made to the comptroller at the time of registration unless other arrangements have been made.

A late registration fee may be charged to students who fail to register for courses before the specified registration deadline.

### *Withdrawal from Courses and Drop/Add Policy*

Students may withdraw from classes until the date specified on the current calendar as the last day to withdraw from classes.

The first week of classes is the drop/add period, during which time schedule changes may be made with the registrar. Drop/add forms are available in the registrar's office. A student who stops attending a course without the prior permission of the program director will receive a grade of "F" in that course.



## SPECIAL PROGRAMS

### *Graduate Student Career and Place- ment Service*

College Misericordia offers a career planning, development and placement service for graduate students in Nursing and in Human Services Administration. Seminars, workshops and special programs designed to meet the needs of students with advanced degrees are offered on a regular basis. Graduate students concerned with career issues and career decisions, and specifically with preparing resumes, developing interviewing techniques, and conducting job search campaigns, are encouraged to participate in the service. Individual counseling is available by appointment to all currently enrolled students.

The career resource center contains materials which can assist in the career development process and the actual job search. The materials include career planning books, employer directories, current job listings, federal and state job information, company literature, college catalogs and testing information.

Students should consult with the director of careers and placement for detailed information. Located on the first floor of McAuley Hall, the office is staffed Monday through Friday from 8:30 a.m. to 4:30 p.m., and Monday evenings from 6:00 p.m. to 9:00 p.m. It is advised that students make appointments for evening hours.

### *Center for Professional Development*

College Misericordia's Center for Professional Development provides training and consultation to individuals and groups in human services fields. Training programs are conducted on campus or they can be delivered on site for special groups. The Center has conducted staff development programs for senior citizens centers, nursing homes, hospitals and a number of social services agencies.

### *Counseling*

Students with personal, educational or interpersonal problems can receive free counseling in College Misericordia's counseling office, first floor, McAuley Hall. Under the direction of a psychologist, the counseling office provides individual and group counseling, psychological assessment, and research, evaluation and referral services. The center also offers workshops on leadership skills and other social and personal development training throughout the academic year. Regular office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. Special arrangements may be made for evening appointments by contacting the director of counseling.

## SPECIAL PROGRAMS

### *Library*

The Francesca McLaughlin, RSM Memorial Library is located on the second floor of the Administration Building. In 1983 the library was dedicated to Sister M. Francesca McLaughlin, librarian at the College for more than twenty-five years. The library provides materials and services which support the educational objectives of the College. Students have access to an excellent collection of volumes, periodicals, microfiche and reference materials, including a comprehensive collection of nursing publications. Interlibrary loan agreements enable students and faculty to take advantage of regional library holdings of many thousands of volumes.

The library is open days, evenings and weekends during the academic year.

### *Student Health Service*

The College infirmary is located on the first floor of Alumnae Hall. Registered nurses staff the facility in cooperation with the College physician.

The Student Health Service provides ambulatory medical services, out-patient and educational services to all full time students. Full time students are also eligible for coverage by a comprehensive health insurance plan.

College Misericordia welcomes the opportunity to provide education to veterans of the armed services. Veterans eligible for V.A. benefits should request the registrar to submit the necessary enrollment forms directly to the Veterans Administration.

## THE GRADUATE PROGRAMS

### *Human Services Administration*

#### *Program Description*

The Master of Science Degree program in Human Services Administration is designed to provide professionals with sound knowledge of the human services system and the leadership, planning and managerial skills required to become effective and efficient administrators. Clearly, the human services require capable and resourceful administrators today more than ever before. College Misericordia's graduate HSA program prepares highly trained men and women who can meet the management demands of agencies, institutions and organizations that provide health, social or psychological services.

College Misericordia is an appropriate choice for graduate study in Human Services Administration because of the school's intensive involvement in the human services field. A senior citizens center and a retirement complex are located on campus. Adjacent to the campus are a major housing complex for the elderly and a nursing home. The College sponsors an Institute of Gerontology and Human Services that involves short term and extended training for personnel in the helping professions. The Institute operated the first Adult Day Care Center in the region and managed the primary training contracts for the Department of Welfare and Aging. In addition, the Institute has received numerous federal and state training contracts and grants, including a recent federal grant for child welfare training. College Misericordia has a long term commitment to human services and has spearheaded many of the region's educational programs in the field.

The HSA graduate program is not for everyone. The curriculum is geared to individuals who are, or who wish to become, involved in the management, administration or design of human services. The program is not oriented to clinical or direct service; it is intended to benefit those who want to be competitive in the job market and who desire upward mobility in the human services profession.

The HSA program consists of 36 credit hours which can be completed on a part time basis. Through courses held evenings and weekends, the program accommodates the needs of working professionals. Class size is limited to encourage maximum interaction between students and instructors. Faculty are selected for their educational background, practical experience in human services, and their commitment to the goals and objectives of the graduate program. Simply stated, the program's goal is to provide a broad background in general administration as well as information and experience specific to individual career needs and interests.



## THE GRADUATE PROGRAMS

### *Human Services Administration*

#### *Distribution Credits*

The 36 required credits in the HSA program are distributed in the following manner:

**24 credit hours** of core courses covering such topics as Organizational Behavior and Practice; Financial Management; Research Methods; Human Services Systems; Legal Aspects of Administration; Proposal and Contract Development and Management; and Personnel and Labor Relations.

**9 credit hours** in a sub-specialty or in free electives from the generalist track. Dependent on student interests and enrollment patterns, there is the opportunity to develop an administration emphasis in such areas as children and youth services; drugs and alcohol; gerontology; health/mental health; and human resources.

**3 credit hours** of Administrative Practicum or Professional Contribution. The Practicum consists of an approved and supervised administrative experience in a human service setting. The Professional Contribution involves the design and implementation of a special project or study relevant to the expressed needs of an organization or agency. Before deciding whether to complete either the Administrative Practicum or the Professional Contribution, a student should consult her or his academic advisor regarding the student's professional background, interests and flexibility.

#### *Waiver of Required Courses*

In certain limited circumstances, waiver of a specific course requirement may be granted if the student can demonstrate sufficient knowledge and experience. **Such a waiver does not reduce the number of credits required for graduation.** Requests for waivers should be submitted to the program director.

## THE GRADUATE PROGRAMS

### Human Services Administration

### SUGGESTED COURSE SEQUENCE

Since the HSA program is designed to be completed on either a full or part time basis, the exact course sequence a student chooses to follow depends on a number of factors: semester credit load, course prerequisites, summer enrollment, etc. The course sequences suggested below are based on six (6) or nine (9) credit hours per semester. The program may be accelerated by taking courses during summer school.

#### *Six (6) credit hours per semester*

|                               |         |  |   |
|-------------------------------|---------|--|---|
| <i>First Year<br/>Fall</i>    | HSA 500 | Organizational Behavior                      | 3 |
|                               | HSA 510 | Financial Management I                       | 3 |
| <i>First Year<br/>Spring</i>  | HSA 540 | Grant/Contract Development<br>and Management | 3 |
|                               | HSA 511 | Financial Management II                      | 3 |
| <i>Second Year<br/>Fall</i>   | HSA 515 | Research Methods                             | 3 |
|                               | HSA 530 | Legal Aspects of Administration              | 3 |
| <i>Second Year<br/>Spring</i> | HSA 525 | Human Services Systems                       | 3 |
|                               | HSA 550 | Personnel and Labor Relations                | 3 |
| <i>Third Year<br/>Fall</i>    | HSA     | Elective                                     | 3 |
|                               | HSA     | Elective                                     | 3 |
| <i>Third Year<br/>Spring</i>  | HSA     | Elective                                     | 3 |
|                               | HSA 595 | Professional Contribution (3)                |   |
|                               | HSA 596 | Administrative Practicum (3)                 | 3 |

Total credits      36

# THE GRADUATE PROGRAMS

## Human Services Administration

### SUGGESTED COURSE SEQUENCE

#### *Nine (9) credit hours per semester*

|                               |     |     |  |   |
|-------------------------------|-----|-----|--|---|
| <i>First Year<br/>Fall</i>    | HSA | 500 | Organizational Behavior                        | 3 |
|                               | HSA | 510 | Financial Management I                         | 3 |
|                               | HSA | 530 | Legal Aspects of<br>Administration             | 3 |
| <i>First Year<br/>Spring</i>  | HSA | 540 | Grant/Contract Develop-<br>ment and Management | 3 |
|                               | HSA | 511 | Financial Management II                        | 3 |
|                               | HSA | 550 | Personnel and Labor Relations                  | 3 |
| <i>Second Year<br/>Fall</i>   | HSA | 515 | Research Methods                               | 3 |
|                               | HSA | —   | Elective                                       | 3 |
|                               | HSA | —   | Elective                                       | 3 |
| <i>Second Year<br/>Spring</i> | HSA | 525 | Human Services Systems                         | 3 |
|                               | HSA | —   | Elective                                       | 3 |
|                               | HSA | 595 | Professional Contribution                      | 3 |
|                               |     |     | <u>or</u>                                      |   |
|                               | HSA | 596 | Administrative Practicum                       | 3 |

Total credits      36

## COURSE DESCRIPTIONS

### *Human Services Administration*

**HSA 500     Organizational Behavior (3 credits)**

Social and behavioral science approaches to the study of human activity in organizational settings. Goal of the course is to equip administrators with skills for managing regularities, differences and relationships in organized, purposive behavior.

**HSA 505     Decision Making (3 credits)**

A study of decision making in complex human service organizations. Examination of a variety of conceptual frameworks to enable administrators to develop an evaluative design for ethical, effective and efficient decision making.

**HSA 510     Financial Management I (3 credits)**

Introduction to the basics of economic theory, accounting principles, budget theory and practice and financial control procedures necessary to the successful management of nonprofit human services organizations. Designed for the nonfinancial manager and presupposes little or no previous education or experience in finance.

**HSA 511     Financial Management II (3 credits)**

Applies the basic skills mastered in Financial Management I through case studies of nonprofit organizations. Emphasis on integrating financial considerations with other management considerations when analyzing and solving problems, and in planning. Investments, borrowing, information systems and financial analysis are covered. Prerequisite: HSA 510

**HSA 515     Research Methods (3 credits)**

Provides student with an understanding of the concepts, principles and techniques associated with the investigation of specific research problems in the human services system.

**HSA 525     Human Services Systems (3 credits)**

An integrated seminar which examines the programs and policies of the major human service areas, with emphasis on the dynamics of the system as it evolves. Topics for discussion include aging, adult services, children and youth, drugs and alcohol, health, mental health/mental retardation.

## COURSE DESCRIPTIONS

### *Human Services Administration*

**HSA 530     Legal Aspects of Administration (3 credits)**

Provides students with an understanding of legal aspects of administrative action. Emphasis on the judiciary system and judicial review; scope and source of administrative authority; function of the administrative legal process; legal and judicial controls over the administrative process. Case method of decision analysis utilized, supplemented by lecture and discussion.

**HSA 535     Communication and Human Relations (3 credits)**

Designed to develop skills in communication to promote organizational goal setting, coherence and effective teamwork.

**HSA 536     Marketing for Nonprofit Organizations (3 credits)**

An analytical approach to the study of marketing problems of nonprofits. Focus on influence of the marketplace and the marketing environment on marketing decision making, the determination of the organization's services, fee structures, channels and strategies of communication, and the organization's system for planning and controlling its marketing effort.

**HSA 540     Grant/Contract Development and Management (3 credits)**

Systematic approach to the mechanics, techniques and issues involved in external funding. Covers the pre-application phase, the application phase, the post-application phase and the administration phase of grant/contract development and management.

**HSA 542     Fundraising: Theory and Application (3 credits)**

Designed for the current or prospective administrator of the non-profit agency. Focus is on mechanics of fundraising, the tools of the fundraiser, and the types of fundraising activities applicable to the nonprofit sector. Consideration of the role of institutional development in the 1980s and 1990s.

**HSA 545     Health Care Administration (3 credits)**

Examination of the organization, operation and administration of health care systems (primary, acute and long-term) and settings (institutional, community-based and in-home) from both theoretical and practical perspectives.

**HSA 546     Issues/Trends in Gerontology (3 credits)**

Focuses on current knowledge in selected gerontological areas and its implication for the human services. Topics include the implications of increasing longevity, impact of primary relationships, community activities and resources.



## COURSE DESCRIPTIONS

### *Human Services Administration*

**HSA 548 Long Term Care Administration (3 credits)**

Provides orientation to the long term care institutional setting and an evaluation of it as a health care delivery subsystem. Emphasis on the role of government regulations, reimbursement policies, interdisciplinary staff coordination, evaluation of various types of institutions and programs, and the purposes and functions of these services in meeting the health care needs of the community.

**HSA 550 Personnel and Labor Relations (3 credits)**

Basic concepts, issues and practices involved in personnel administration and labor relations. Emphasis on the successful management of human resources.

**HSA 552 Regulation of Human Resources Management (3 credits)**

Examination of the regulatory process, governmental restriction, and preventive techniques, to assist the human resources manager in minimizing potential adverse impact on the organization from government investigations or employee actions.

**HSA 560 Issues in Alcohol Abuse (3 credits)**

Course has three objectives: to raise student consciousness about the impact of abusive drinking on individuals, families, cities and cultures; to increase awareness of the relative effectiveness of various intervention and treatment approaches; to develop skills in preventing alcohol related problems. Films, case studies, speakers and lectures will be presented.

**HSA 575 Aging Policies, Programs and Services (3 credits)**

Exploration of current policies, programs and services that address the needs of older people. Emphasis on the strengths, weaknesses and problems of implementing such policies as income maintenance, health care, social services, employment and volunteerism. Course may be applied toward the graduate degree or toward a graduate Certificate in Gerontology.

**HSA 585 Special Topics in Administration (1-3 credits)**

Examination of a selected topic relevant to administration. Possible topics include training and staff development, employee assistance programming, governmental relations strategies, time management, effective supervision.

## COURSE DESCRIPTIONS

### *Human Services Administration*

**HSA 590    Advanced Seminar in Administration (3 credits)**

Variable topic course offered to small groups of graduate students who wish to explore in greater detail a sub-specialty of human services administration, including drugs and alcohol, children and youth, gerontology, or health/mental health areas.

**HSA 595    Professional Contribution (3 credits)**

The design and implementation of a special project or study relevant to the expressed needs of an organization or agency.

**HSA 596    Administrative Practicum (3 credits)**

An approved and structured administrative practice experience in a human service setting.

## THE GRADUATE PROGRAMS

### *Nursing*

#### *Philosophy*

College Misericordia's division of nursing believes that the nursing faculty's responsibility is to foster a climate for academic growth, discourse, critical thinking and decision making. The faculty facilitate graduate students' development, serving as role models for professional practice, and collaborating in the exploration, application and refinement of knowledge, concepts and theories in nursing, education and administration.

The faculty reaffirm the philosophy of the undergraduate nursing program, that is, that nursing is "an inherent and vital service within the health care system, and that nursing exerts an influence on, and is influenced by, the newly developing patterns of providing services, the roles of other members of the health team, scientific and technological advances, nursing research, and the social and economic pressures which contribute to the complexity of health care services."

Nursing as a profession is committed to creating opportunities for making quality health care available and accessible to all. The faculty believe that the professional nurse, to achieve this goal, has an obligation to participate individually and collectively in comprehensive planning and development. Graduate education enables the professional nurse to realize creative leadership potential and provides opportunities for collaborative functioning with health professionals and others in affecting changes in nursing practice and health care.

The faculty believe that learning is the responsibility of the student. Active participation, individualized planning, and selection of learning experiences facilitate the development of each student. The faculty feel that continuing evaluation by students and themselves is essential if the program is to be relevant to the development of the student as a person, a member of society, and as a leader in the nursing profession and the health care system.

Inherent in these beliefs is a commitment to nursing through leadership, research, continued learning and development.



## THE GRADUATE PROGRAMS

### *Nursing*

#### *Conceptual Framework*

The conceptual framework of the Master of Science in Nursing program builds upon that of the undergraduate program and demonstrates a direct relationship between the preparation of the advanced practitioner, high level wellness, and man, as he relates to self, family, groups and the community.

The program prepares the graduate to practice as a nurse educator or nurse administrator. It includes a foundation in research methodologies and leadership skills. The combined study of a functional specialization and a clinical area of interest encourages the practice of nursing that will directly influence the delivery of health care.

Specialization in a functional area of either education or administration demands critical study of concepts and theories. Preparation for specialization requires the acquisition and systematic application of advanced knowledge and skills in both the functional and clinical area of interest. Advanced knowledge is necessary for a high degree of effectiveness in leadership capacities. The MSN program combines the study of a clinical area in Adult Health Nursing or Community Health Nursing with the study of a career related option of nurse educator or nurse administrator.

Scientific inquiry is an integral part of the MSN program. It provides the basis for acquiring increased competencies, utilizing the research method, and analyzing and synthesizing theories related to nursing practice.

Emphasis on methods of inquiry, critical thought and decision making, which focus on the skills of synthesis and analysis, unify the curriculum. Leadership, research, change agent, theory application, aggregate assessment and intervention are the major threads.

Students meet their individual learning needs through the selection and development of concepts and the in-depth analysis of populations and communities. The program is flexible; students pursue their own areas of interest.

## THE GRADUATE PROGRAMS

### *Nursing*

#### *Purposes of the Program*

The director and faculty of College Misericordia's Master's program in Nursing continually strive to fulfill the program's purposes or goals, outlined below:

1. To provide clinically prepared nurse educators and administrators for leadership positions in nursing education and the health care delivery system.
2. To prepare graduates to use the research process in the improvement of nursing practice and nursing education, and to contribute to nursing's body of knowledge.
3. To prepare graduates to initiate innovative and creative approaches to the emerging needs and demands of society related to the health care delivery system.
4. To provide an educational base for graduates to pursue further education and professional development.

#### *Objectives of the Program*

The MSN program's purpose to prepare outstanding nurse administrators and educators is supported by these objectives:

1. Graduates will articulate a philosophy of nursing and a personal belief system that reflect a commitment to leadership in nursing.
2. Graduates will practice professional nursing based on research and theoretical knowledge from a variety of disciplines.
3. Graduates will participate with other health professionals and consumers to affect changes in nursing practice, nursing education and health care systems.
4. Graduates will function independently or in collaboration with other health professionals and consumers to promote high level wellness for the person, family and community.
5. Graduates will continue the process of learning for personal and professional growth.

## THE GRADUATE PROGRAMS

### *Nursing*

#### *The Curriculum*

The MSN curriculum consists of 40 credits which include the successful completion of a Master's Thesis. Courses are offered late afternoons, evenings and weekends to accommodate working professionals. The degree may be pursued either part time or full time. Full time study permits the completion of degree requirements in three semesters.

Two functional areas, or tracks, comprise the curriculum. In addition, students may choose to specialize in one of two clinical areas: adult health nursing or community health nursing.

#### *Objectives of the Functional Specializations*

The functional areas of nursing administration and nursing education were designed to meet these objectives:

1. Graduates will demonstrate a belief system and philosophy that support their role.
2. Graduates will develop skill in responding to the changing needs of the groups and individuals they serve.
3. Graduates will develop skill in responding to the standards, regulations and credentialing criteria which affect their professional area.
4. Graduates will base their practice on theory, research and functional expertise.
5. Graduates will participate with professional colleagues and consumers to maintain high standards and to make improvements in their chosen fields.
6. Graduates will develop their roles as leaders in the nursing profession.
7. Graduates will pursue a pattern of lifelong learning.

# THE GRADUATE PROGRAMS

## Nursing

### SUGGESTED COURSE SEQUENCE

|     |           |                                      |   |
|-----|-----------|--------------------------------------|---|
| NSG | 530       | Research                             | 3 |
| NSG | 574       | Methods of Aggregate Health Analysis | 3 |
| NSG | 580       | Nursing Concepts and Theories        | 3 |
| NSG | 550       | Health Issues and Trends             | 3 |
| NSG | 571       |                                      |   |
|     | <u>or</u> | Clinical Theory Practicum            | 3 |
| NSG | 501       |                                      |   |
| NSG | 560       | Leadership                           | 3 |
| NSG | 572       |                                      |   |
|     | <u>or</u> | Advanced Clinical Theory Practicum   | 3 |
| NSG | 502       |                                      |   |

Students then follow one of the tracks outlined below:

#### *Administration Track*

|     |     |  |   |
|-----|-----|--|---|
| HSA | 500 | Organizational Behavior                  | 3 |
| HSA | 510 | Financial Management I                   | 3 |
| NSG | 525 | Introduction to Nursing Administration   | 3 |
| NSG | 585 | Thesis Direction *                       | 3 |
| NSG | 545 | Nursing Administration Practicum/Seminar | 4 |

#### OR

#### *Education Track*

|     |     |   |   |
|-----|-----|---|---|
| NSG | 505 | Teaching/Learning Strategies                    | 3 |
| ED  | 233 | Curriculum Development (University of Scranton) | 3 |
| NSG | 535 | Nursing Education Practicum/Seminar             | 4 |
| NSG | 585 | Thesis Direction *                              | 3 |
| NSG | 510 | Introduction to Higher Education                | 3 |

Total credits 40

\* Thesis Direction started in the fall/spring semesters and completed summer session.

## THE GRADUATE PROGRAMS

### *Nursing*

#### SUGGESTED COURSE SEQUENCE

Students may complete the degree requirements for the Master of Science in Nursing by choosing one of several scheduling options. By enrolling full time (15, 12 and 15 credits in successive semesters), students can complete the requirements in one year (fall, spring and summer). Students may decide to take fewer courses each term and finish in three to five years.

Graduate Nursing students should consult with the program director regarding schedules to fit student needs, and the availability of course offerings each semester. Ten students must be enrolled for a course to be offered.

## COURSE DESCRIPTIONS

### *Nursing*

#### *Core Courses*

**NSG 530                      Research: Concepts, Principles and Methods (3 credits)**

Provides an understanding of research methods and techniques necessary to critique research studies in nursing and related fields. Each participant will develop a research proposal which may become the base for Thesis Direction.

**NSG 550                      Issues and Trends in Nursing and Health Care (3 credits)**

Analysis of trends and issues in health care and their impact on health, illness and the delivery of health care. Economic, political, social and technological changes investigated at the micro- and macro-systems levels. Historical perspective and current impact as a basis for prediction.

**NSG 574                      Methods of Aggregate Health Analysis:  
An Epidemiological Approach                      (3 credits)**

Background in methods of health status analysis. Focuses on the aggregate level using epidemiological and demographic principles and methods. Development of knowledge and skills essential to prediction of health trends, prevention of illness and promotion of health.

**NSG 560                      Leadership (3 credits)**

Exploration of the characteristics of a leader, the leadership role, the dynamics of change, leadership as a process, and decision making. Conflict resolution, leadership styles, group dynamics and risk taking are discussed.

**NSG 585                      Thesis Direction (3 credits)**

An independent study for students working on a directed research thesis. Research seminars provided for those enrolled in thesis direction.

#### *Administration Track*

**HRA 380                      Organization and Administration (3 credits)**

Planning, organizing, directing and controlling functions of administration in human services organizations and systems. Organizational structure, authority, decision making, communication, and the differences between profit making, and public and private nonprofit health service organizations. (Offered at the University of Scranton)



## COURSE DESCRIPTIONS

### *Nursing*

#### *Administration Track*

- HRA 383      Personnel Administration (3 credits)**  
Personnel functions of recruitment, selection, training, performance appraisal, compensation and benefits programs, and regulations governing health service organizations. (Offered at the University of Scranton)
- HSA 500      Organizational Behavior (3 credits)**  
See description in Human Services Administration Course Descriptions.
- HSA 510      Financial Management I (3 credits)**  
See description in Human Services Administration Course Descriptions.
- HSA 511      Financial Management II (3 credits)**  
See description in Human Services Administration Course Descriptions.
- HSA 550      Personnel and Labor Relations (3 credits)**  
See description in Human Services Administration Course Descriptions.
- NSG 525      Introduction to Nursing Administration (3 credits)**  
Exploration of the nature of administration through the study of a variety of theoretical approaches. Common elements of administration considered and analyzed within the organizational framework of nursing services as a subsystem of the overall health care delivery system.
- NSG 545      Nursing Administration Practicum/Seminar (4 credits)**  
More in-depth study of the concepts learned in NSG 525. Students will work in a nursing service department with a nursing administrator or designee, to study the role of the nurse administrator, explore issues that affect the delivery of nursing care in that setting. Classes taken concurrently will analyze the scope of nursing services in the total health care system, with focus on the role of the nurse administrator.

## COURSE DESCRIPTIONS

### *Nursing*

#### *Education Track*

**ED 233 Curriculum Development (3 credits)**

Principles of curriculum construction, planning and development; sources of curriculum, philosophy, conceptual framework, behavioral objectives, methods of organization and structure of knowledge. (Offered at the University of Scranton)

**NSG 505 Teaching/Learning Strategies (3 credits)**

Study of a variety of modalities used in teaching both theory and clinical courses. Test construction and clinical evaluation methods also included.

**NSG 510 Introduction to Higher Education (3 credits)**

The roles and functions of educators, demands of academe, external constraints on nursing in higher education, funding sources, and the roles and functions of educational administrators and support staff.

**NSG 535 Nursing Education Practicum/Seminar (4 credits)**

Development of classroom and clinical teaching and evaluation skills through the use of several modalities. The inter-relationships that exist between the nurse educator and other faculty, administration, support staff and clinical site personnel will be discussed. Student placement, contractual agreements, state approval and accreditation also explored.

#### *Clinical Practicum Courses*

**NSG 501 Adult Health Nursing:  
Theory and Practicum I (3 credits)**

Investigation of selected adult health concepts relating to advanced nursing practice. Topics include adaptation to illness from the macro or aggregate level, to the micro or cellular level; epidemiological distribution of illness; economic factors; life style; demographic characteristics; access to care, etc.

**NSG 502 Adult Health Nursing:  
Theory and Practicum II (3 credits)**

Consideration of the conceptual approach to the health-illness spectrum. Focuses on development of intervention strategies using concepts and models learned in NSG 501. Conceptual models developed in NSG 501 will be expanded to illustrate process and prediction of health outcomes at the aggregate level.



## COURSE DESCRIPTIONS

### *Nursing*

#### *Clinical Practicum Courses*

**NSG 571**      **Clinical Theory Practicum I:  
Community Health Nursing    (5 credits)**

Study of advanced concepts in community assessment essential to practice, education, administration and leadership in community settings. Focuses on the health status of the community as it affects the health of specific aggregates.

**NSG 572**      **Advanced Clinical Nursing Theory and  
Practicum II: Community Health Nursing    (3 credits)**

Further study of the concepts of community assessment presented in NSG 571. Investigation of the nurse's role as change agent on behalf of select aggregates and/or communities. Content includes theory and process of change; environmental and political forces affecting health changes; methods of affecting change.

*Proof of professional liability insurance is required for admission to every clinical nursing course.*

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### *Religious Life*

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